

CLUB SEVILLA
INTERNAL EXCHANGE (IEX) POLICY ACKNOWLEDGEMENT
Effective 2/1/2018

- This form **MUST** be on file with CS prior to making an exchange request. No IEX requests will be discussed with owners unless and until this form has been signed and received by CS. It may be mailed, faxed, or emailed.
- Once the form is received, owner will be contacted by CS staff to discuss desired IEX week.
- Desired IEX unit-weeks should **NOT** be indicated on this form
- Owners may exchange the entire 2-BR unit or the 1-BR villa and lock-off unit separately. Lock-offs will no longer be eligible for upgrades.
- IEX requests must be submitted at least 14 days in advance of the start of your unit-week, and no sooner than a year in advance.
- Maintenance fees must to be up-to-date for the unit week being exchanged. For IEX of units in the next calendar year, pre-payment of fees is required, e.g. if a 2019 week is being exchanged, the estimated maintenance fees (the 2018 rate) for the 2019 week is required.
- There will be a flat \$79 exchange fee for each unit-week exchanged. This fee is not due until CS has confirmed that a unit for the desired week is available. **DO NOT SEND PAYMENT WITH FORM.**

ACKNOWLEDGEMENTS (please initial each statement)

1. _____ I hereby acknowledge that submission of this form does **NOT** constitute a final transaction, or the acceptance of my unit-week for deposit into the CS IEX program.
2. _____ I hereby acknowledge that an IEX will be confirmed in writing by CS only after I have been contacted by CS to confirm my acceptance of an available unit and I have paid the IEX fee of \$79.00.
3. _____ I hereby acknowledge that if I arrive at CS without having received the written IEX confirmation, I will **NOT** be accommodated and if I desire to stay at CS I will be required to rent a unit, if one is available for rent.
4. _____ I hereby acknowledge that, once my IEX has been confirmed, then all rights to my deposited unit-week (occupancy, rental and exchange) are relinquished to the Association.

Name: (Print) _____ Date: _____

Signature: _____ Usage Year: _____

Unit-Week(s) to be exchanged: _____

Best phone & email contact: PH: _____ E-mail: _____

FOR OFFICE USE ONLY

DATE CONFIRMED: _____ DATE Payment Rec'd: _____

UNIT-WEEK ASSIGNED: _____ 1-BR 2-BR LOCK OFF